



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY * Amended 01/11/11

POSITION TITLE: Biomedical Equipment Support Specialist

ANNOUNCEMENT #: MP-11-0056-ML

DIVISION: Facilities Management Service

LOCATION: Portland Division

SERIES & SALARY RANGE: GS-1601-7/9, Target 11

OPEN DATE: 1/3/2011

CLOSE DATE: 1/24/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time, Tour of duty: 8am – 4:30pm

*** WHO MAY APPLY:**

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement
- Federal Career/Career Conditional Employees and Reinstatement eligibles
- Individuals eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouses (See conditions of employment).
- VEOA eligible applicants (Veterans Employment Opportunities Act) (See conditions of employment).
- Schedule A applicants (See conditions of employment).
- VRA eligible applicants (See conditions of employment).

BARGAINING UNIT POSITION: YES

MAJOR DUTIES: The incumbent would usually be one of several personnel assigned technical responsibility for a number of BE in outpatient, general care inpatient units, and clinical support areas. The incumbent understands the details of assigned BE: how they are designed, how they operate, what system limitations and capabilities exist, particularly as clinically applied. The incumbent assists users in the applications aspects of the systems and in evaluating the performance of systems under consideration for purchase. This includes such duties as performing incoming inspections and maintenance analysis on new BE equipment, performing scheduled maintenance; working with senior specialist to investigate equipment safety issues; develop maintenance protocols for BE equipment; coordinating the troubleshooting and correction of BE equipment problems. Equipment Maintenance: The incumbent maintains a variety of BE which are vital to the medical center's ability to provide quality health care. The incumbent is capable of assessing, planning, and performing scheduled and unscheduled (emergency) maintenance on equipment to ensure that they are operating properly, calibrated properly, and in compliance with all applicable codes and standards. The incumbent must seek ways to reduce systems downtime, eliminate safety hazards or enhance accuracy and reliability of health care technology. The incumbent will recommend whether equipment is to be removed from service, allowed to remain in service, or restored to service. Equipment Testing and Analysis: The incumbent will work to determine whether or not equipment is performing satisfactorily and analyze equipment problems determining whether the problem is caused by user error, component failure, etc. To make this determination, he/she will use conventional Standard Test Equipment (STE) and High Level Test Equipment (HLTE), to accomplish his/her assignments. All problems found will be corrected so equipment can be returned to patient care. Written Assignment: The incumbent uses writing skills to clearly and accurately communicate matters of importance. The incumbent will document all incoming inspections, preventive maintenance, repairs, and evaluations of equipment in the computerized maintenance system to enable patterns to be seen for any device and to perform quality assurance studies. Integration and installation designs will also be documented and related to the supervisor. The incumbent will relate results or testing and will recommend courses of action to be followed which are the consequences of his/her test results. He/she may recommend, draft, and develop procedural changes to obtain desired results for approval by the supervisor. Documentation will be completed within the established policies and procedures. Purchasing Recommendations: The incumbent will assist in consulting with physicians, clinical personnel and biomedical engineers in the evaluation and

Please note: It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept in a US government envelope.



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY * Amended 01/11/11

purchase of new equipment to meet current and projected medical center needs. COTR: The technician performs duties as the Contracting Officer's Technical Representative (COTR) and has responsibilities, which involves the monitoring of performance contracts and equipment warranty service. Schedules, monitors, and reviews outside contracted services to insure appropriate, high quality workmanship in a time frame that meets clinical needs. Teaching Assignment: The incumbent will be called upon to educate and advise on the maintenance of equipment with which he/she is familiar to other Biomedical Engineering Support Specialists. The incumbent will instruct equipment operators in correct equipment usage and in operator-level preventive maintenance. The incumbent will participate in equipment management and safety education at both formal and informal levels.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-1601. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

- **Basic Requirements:** Must be a U.S. citizen.

- **Specialized Experience:** At least one year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to; understanding the details of assigned Biomedical Engineering (BE) Equipment; how they are designed, how they operate, what system limitations and capabilities exist, particularly as clinically applied. The ability to assist in the applications aspects of the systems and in evaluating the performance of systems under consideration for purchase. Perform such duties as; inspections and maintenance analysis of new BE equipment, perform scheduled maintenance, work with senior specialist to investigate equipment safety issues, develop maintenance protocols for BE equipment, coordinate the troubleshooting and correction of BE equipment problems. Capable of assessing, planning and performing schedule and unscheduled (emergency) maintenance on equipment to ensure that they are operating properly, calibrated properly and in compliance with all applicable codes and standards.

- **Substitution of Education for Experience:** Generally, not applicable.

- Basis for Rating: Knowledge, Skills and Abilities

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

1. Knowledge of and experience in the fundamentals of analog and digital components and circuits, microprocessor circuits and electrical and electromechanical principles.
2. Skill in the use of precision measurement devices, i.e., oscilloscope, function generator, universal counter, amplifier, calibration standards, analyzers, manometer, etc. .
3. Knowledge of basic and health related sciences.
4. Ability to communicate courteously and effectively, both orally and written, utilizing medical terminology, in instruction/training.
5. Ability to interpret biomedical technical data.
6. Ability to troubleshoot, repair and calibrate biomedical equipment.
7. Knowledge of computer equipment, computer operating principles and processes, repair and utility software applications, inventory, repair work order and word data-processing software.

* CONDITIONS OF EMPLOYMENT:

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level and the full range.

- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Please note: It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept in a US government envelope.



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY * Amended 01/11/11

- Noncompetitive Appointment of Certain Military Spouses

- Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
 - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
 - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- **VEOA (Veterans Employment Opportunities Act)** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- **Schedule A** special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at www.opm.gov/disability/aboutus.asp
- **VRA (Veterans Recruitment Act):** VRA eligibility applies to the following categories: Disabled Veterans, Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized, Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded and Veterans separated from active duty within the past 3 years.
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
 - Applicants without prior federal service will be appointed at step one of the grade
 - Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
 - Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
 - If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the [Selective Service](#) System, unless you meet certain exemptions.
 - A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
 - Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
 - This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
 - A drug test may be required for an applicant who is tentatively selected.
 - A pre-employment physical examination will be required for an applicant who is tentatively selected.
 - Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
 - Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
 - This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
 - The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
 - It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

Please note: It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept in a US government envelope.



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY * Amended 01/11/11

HOW TO APPLY:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 01/31/11)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 01/31/11)
4. Updated application; [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

* All Other Applicants Must Submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference: (Required if Veterans Preference is being used for status)
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later) (if applicable)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. Copy of latest performance appraisal (if applying as a current federal employee)
7. Responses to the KSA's. Candidates are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.
8. A copy of your college transcripts (Optional unless education is required). Please note, education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. Foreign Education; to receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

All application packets must be received in Human Resources by Close of Business (COB) on 1/24/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0056-ML
- Received by Fax to: 503.273.5029, ATTN: MP-11-0056-ML
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0056-ML
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit:
[Portland VA Human Resources](#) or [USAJobs](#).

Please note: It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept in a US government envelope.